

VACANCIES

The Kipchimchim Group of Companies is seeking competent and results-driven individuals to join our dynamic team in the following positions;-

- 1 Accountants - Advert No. KG/10/7/2026**
- 2 Transport & Logistics Managers - Advert No. KG/11/7/2026**
- 3 Transport & Logistics Supervisors - Advert No. KG/12/7//2026**

For details regarding the above positions, please visit our Careers page at <https://www.kipchimchimgroup.com/>

[Application deadline: 24th July, 2026](#)

Position 1: Accountant - KG/10/7/2026

Reports To: Finance Manager

Job Overview

The Factory Accountant will be responsible for ensuring the effective financial performance of the Tea Factory, in line with the highest manufacturing, governance, and fiscal standards.

The role serves as a key business partner to factory operations, with a strong focus on cost management, statutory compliance, and end-to-end financial integrity. The successful candidate will oversee Procure-to-Pay (P2P) processes, tax management, treasury functions, and fixed asset controls, supporting Kipchimchim Group's broader financial objectives and long-term sustainability.

Key Duties & Responsibilities

- Provide leadership in budgeting, planning, and cost reviews to drive gross margin improvement and minimize cost of production.
- Oversee the Procure-to-Pay (P2P) process, including supplier reconciliations, eTIMS compliance, and timely payments to farmers and vendors.
- Manage end-to-end tax compliance (PAYE, CIT, WHT, VAT) and coordinate with tax consultants and revenue authorities.
- Lead treasury functions, including liquidity management, accurate cash flow forecasting, bank reconciliations, and loan management.
- Partner with Factory Managers to implement best manufacturing practices that enhance operational cost-effectiveness.
- Coordinate with the Stocks Accountant on stock-taking exercises, variance reconciliation, and implementation of corrective actions.
- Manage fixed assets and ensure accuracy and integrity of all journal postings from operations.
- Prepare statutory financial statements and ensure timely production of signed and audited financial reports.

- Oversee and develop direct reports while maintaining robust financial controls and information security systems.
- Handle credit management, debtor follow-ups, and management of the company imprest system.
- Attend management meetings and provide financial analysis to support informed decision-making.
- Perform any other duties as assigned by the Group Finance Manager or the Directors.

Required Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or a related business field from a recognized University.
- A minimum of **three (3) years' relevant experience**, preferably in a manufacturing or factory environment.
- Professional accounting qualification (CPA-K or ACCA) is mandatory.
- Strong knowledge of International Financial Reporting Standards (IFRS) and IAS.
- Proficiency in ERP systems, QuickBooks, and advanced Microsoft Excel.
- Proven experience in team management and staff development.

Key Skills & Competencies

- Strong financial planning, budgeting, and operational cost-control skills.
- Demonstrated expertise in tax compliance and statutory reporting.
- Excellent analytical, numerical, and problem-solving abilities.
- Strong leadership, communication, and interpersonal skills.
- Ability to work under pressure and meet strict reporting deadlines.
- Growth-oriented mindset with a proactive and results-driven approach.
- High level of integrity, attention to detail, and organizational discipline.

Position 2: Transport & Logistics Manager - KG/11/7/2026

Reports To: General Manager

Job Overview

The Transport Manager is responsible for leading and managing all transport operations, including fleet management, driver supervision, route planning, regulatory compliance, budgeting, and performance monitoring. The role ensures that transport services are delivered efficiently, safely, and in line with organizational objectives while driving continuous improvement in operational performance

Key Duties & Responsibilities

Transport Operations

- Develop and implement transport strategies, policies, and procedures.
- Plan, organize, and oversee daily transport operations to ensure timely and efficient service delivery.
- Optimize transport routes and vehicle utilization to improve efficiency and reduce costs.
- Monitor transport performance and address operational challenges promptly.

Fleet Management

- Manage the organization's fleet, ensuring vehicles are safe, roadworthy, and well-maintained.
- Oversee preventive maintenance schedules, repairs, inspections, and licensing.
- Monitor fuel consumption and implement fuel efficiency initiatives.
- Ensure proper utilization and replacement planning for fleet assets.

Staff Management

- Lead, supervise, and mentor transport supervisors, drivers, and transport support staff.
- Conduct performance appraisals and identify training and development needs.
- Manage staff scheduling, leave planning, and workforce discipline.
- Promote a culture of safety, accountability, and teamwork.

Compliance and Safety

- Ensure compliance with all transport laws, traffic regulations, occupational health and safety standards, and company policies.
- Develop and enforce road safety and defensive driving programs.
- Investigate accidents, incidents, and vehicle damage, implementing corrective actions.
- Maintain all statutory transport documentation and records.

Budget and Cost Management

- Prepare and manage the departmental budget.
- Monitor transport operating costs, including fuel, maintenance, insurance, and repairs.
- Identify cost-saving opportunities without compromising service quality or safety.
- Approve transport-related expenditures within delegated authority.

Planning and Coordination

- Coordinate transport requirements with procurement, warehouse, operations, and other departments.
- Manage outsourced transport providers and evaluate their performance.
- Ensure efficient scheduling of deliveries, collections, and vehicle assignments.

Reporting and Performance Management

- Prepare monthly and quarterly operational and management reports.
- Monitor key performance indicators (KPIs) and implement continuous improvement initiatives.
- Analyze transport data to improve operational efficiency and decision-making.

Knowledge and Experience

- Strong knowledge of fleet management principles and transport operations.
- Familiarity with transport regulations, road safety standards, and vehicle maintenance practices.
- Experience managing budgets, contracts, and transport service providers.
- Knowledge of transport management systems (TMS), GPS fleet tracking, and Microsoft Office applications.

Required Qualifications

- Bachelor's degree in Transport Management, Logistics, Supply Chain Management, Business Administration, or a related field from a recognized University.
- Professional qualifications in transport or fleet management are an added advantage.
- Minimum of **5–8 years** of experience in transport or logistics management, including supervisory or managerial experience.
- Valid driver's license.

Key Skills & Competencies

- Strong leadership and people management skills.
- Strategic planning and organizational ability.
- Excellent communication and interpersonal skills.
- Financial and budget management skills.
- Analytical and problem-solving abilities.
- Strong negotiation and contract management skills.
- Decision-making and risk management capability.
- Ability to work under pressure and meet deadlines.
- High ethical standards and integrity.

Position 2: Transport & Logistics Supervisors - KG/12/7/2026

Reports To: Transport & Logistics Manager

Job Overview

The Transport and Logistics Supervisor is responsible for planning, coordinating, and supervising transport and logistics activities to ensure the timely and efficient delivery of goods. The role involves managing drivers and fleet operations, monitoring compliance with safety and regulatory requirements, optimizing routes, and maintaining high standards of customer service

Key Duties & Responsibilities

- Supervise daily transport and logistics operations.
- Plan and coordinate vehicle schedules, dispatch, and delivery routes.
- Monitor fleet utilization, vehicle maintenance, and fuel consumption.
- Supervise drivers and logistics personnel, including attendance, performance, and discipline.
- Ensure compliance with transport regulations, safety standards, and company policies.
- Track deliveries and resolve transportation or distribution issues promptly.
- Maintain accurate records of vehicle movements, deliveries, fuel usage, and maintenance.
- Coordinate with warehouse, procurement, and customer service teams to ensure smooth operations.
- Investigate transport incidents and implement corrective actions.
- Monitor logistics costs and recommend efficiency improvements.
- Prepare operational reports and performance metrics for management.
- Ensure customer deliveries are completed on time and in full.

Required Qualifications

- Diploma or Bachelor's degree in Logistics, Supply Chain Management, Transport Management, Business Administration, or a related field.
- At least 3–5 years of experience in transport, logistics, or fleet management, with supervisory experience preferred.
- Valid driver's license (an added advantage)

Key Skills & Competencies

- Strong leadership and team management skills.
- Excellent planning, organizational, and coordination abilities.
- Good knowledge of transport and logistics operations.
- Knowledge of fleet management and vehicle maintenance practices.
- Strong problem-solving and decision-making skills.
- Effective communication and interpersonal skills.
- Proficiency in Microsoft Office and logistics or fleet management software.

HOW TO APPLY:

Application Procedure Click the below link

<https://forms.gle/c1PVVDf7GCQjmqAJ6>

ALL Applications-

- Shall be done online at: **www.kipchichimgroup.com**
- If you meet the above qualifications, please apply through the form provided in the link above.
- Interested candidates with the required qualifications should submit their applications clearly selecting the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- **Application letter and supporting documents should be attached as ONE PDF file.**

APPLICATION DEADLINE:

Applications to be submitted **ONLINE** not later than **24th July, 2026**. Further information can be obtained on our website: **www.kipchichimgroup.com**

The Kipchichim Group of Companies is an Equal Opportunity Employer. All qualified individuals are encouraged to apply.

**Group Human Resource Manager
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